



DOING BUSINESS WITH THE FEDERAL GOVERNMENT

U.S. GENERAL SERVICES ADMINISTRATION



FEDERAL SUPPLY SERVICE

Hardware SuperStore (6FE)
1500 East Bannister Road
Room SBE16-1
Kansas City, MO 64131-3088
www.fss.gsa.gov/superstore

Dear Prospective Schedule Partner,

Thank you for you expressing interest in doing business with the General Services Administration (GSA) Federal Supply Service (FSS) **Hardware SuperStore**.

We are located in Kansas City, Missouri at the GSA's Heartland Regional Headquarters. We provide a wide range of products and services to the Federal Community – Worldwide. Our product lines include industrial quality hand tools; tool kits; office and household appliances; paints, paint brushes; sealants; adhesives; lawn and garden equipment; woodworking and metalworking equipment and machinery; plus accessories for all the above. We also purchase the entire range of hardware products as well as services. Our services contracts include grounds maintenance, pest control, tree trimming and removal, snow removal, marine/aero/vehicle and industrial painting, and elevator maintenance and inspection, at Federal properties nationwide.

We buy products and services through a variety of contracting procedures governed by Federal Acquisition Regulations. These procedures help ensure that GSA receives good quality and value for its money, is fair to suppliers, and makes taxpayer dollars go as far as possible. The GSA utilizes a number of methods to procure items and services required by our Federal customers. One of these methods is our Multiple Awards Schedule (MAS) program. With MAS, GSA enters into contracts with commercial firms to provide over four million commercial off-the-shelf products and services to Federal customers.

To start the paperwork process for submitting an offer to sell your products and/or services to GSA under our MAS program, you must complete and submit a proposal in response to our multiple award solicitation. The solicitation package is for submittal of offers on an indefinite delivery/indefinite quantity type contract. There are no specifications or quantities shown in this solicitation. The contract is for brand name off-the-shelf items, identified by special item numbers (SIN). You will find the SIN's and their description listed in the "attachments" of the solicitation. Offers must be based on non-government (commercial) price lists. Successful offers result in contracts that establish pricing, discount terms, delivery times, and other contractual requirements. You will need to download the files, print them, provide the information requested, then mail the completed hard copy and all applicable attachments to the address shown in the solicitation.

To access the solicitation log on to <http://www.fedbizopps.gov/> at the left side of the screen, click on "Find Business Opportunity". On the next screen, key in "6FEC-E6-970173", then scroll down to the bottom and click on the "start search" button.

At the next screen, click on the most recent "amendment", and then click on the solicitation. You will also need the "Hardware SuperStore Solicitation",

Attachment 1; and the attachment(s) that applies to the product(s) or services you wish to sell. (Expect about 130 pages).

There is a wealth of information on the Federal Supply Schedules Program located on the GSA Schedules home page at fss.gsa.gov/schedules. By clicking on “Getting on Schedule” under Related Offerings, you will find the following steps that will assist you in applying for your GSA Federal Supply Schedule contract:

- **Identify** the GSA Federal Supply Schedule solicitation that covers your services or products:
 - Review the list of GSA Federal Supply Schedule Solicitations, below, to determine the applicable GSA Federal Supply Schedule and corresponding solicitation number under which your services or products may be offered. A point of contact is provided for each Schedule solicitation.
 - Search [Schedules e-Library](https://fss.gsa.gov/elibrary) (fss.gsa.gov/elibrary) by keyword to identify services or products covered by the Schedules. Each Schedule has a point of contact that can provide specific information about individual Schedule items.
- **Review** the [FSS Contractor Guide](https://fss.gsa.gov/contractorguide) (fss.gsa.gov/contractorguide). This document will provide you with valuable information regarding the GSA Federal Supply Schedules Program.
- **Visit** [FedBizOpps](http://www.fedbizopps.gov) (<http://www.fedbizopps.gov>) to obtain a copy of the Schedule solicitation. From the FedBizOpps web site—
 - Click on “go” next to “Find Business Opportunity” on the left side of the screen.
 - Scroll down to the “Search by Solicitation/Award Number” bar and type in the applicable solicitation number for the services or products you are interested in offering.
 - Scroll down to the bottom of the screen and click on “Start Search.”

For additional assistance in using FedBizOpps to find GSA Schedule solicitations, please see [Helpful Hints for Using FedBizOpps](https://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/PortalFBOinx.doc) (https://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/PortalFBOinx.doc)

Helpful hints:

- Obtain an Open Ratings Inc. reference check (see Past Performance Evaluation form in solicitation) and make sure you are financially sound.
- Complete all information in the solicitation and submit your best offer. The Government must receive prices that are the same as, or better than those offered to your most favored customer.
- Marketing is one of your contract responsibilities. You will need to submit a marketing plan to address how you will market your products and/or services to the Federal Government. The Regional Contracting Assistance Center web site has a number of links that provide guidance on setting up a successful plan: <http://www.rcacwv.com/plan.htm>.

GSA's Office of Enterprise Development (OED) assists small business vendors in obtaining information regarding contracting opportunities. Their home page at <http://www.gsa.gov/oed> contains valuable information, regarding registration for OED workshops held on the third Tuesday of every month in Washington, DC.

The Procurement Technical Assistance Center (PTAC) is a Government sponsored agency whose purpose is to help small businesses get started doing business with the Federal Government. Log on to their website <http://www.rcacwv.com/ptac.htm> to find the office nearest to your location.

See the chart below for further assistance:

GSA Hardware SuperStore	Solicitation Number 6FEC-E6-970173	Marketing/Business Development
Tools, Woodworking & Metalworking Machinery, Lawn & Garden Equipment, Paint/Sealants & Adhesives	Jay Willingham Contracting Officer 816-823-1285 jay.willingham@gsa.gov	Wanda Johnson 816-926-7376 wanda.johnson@gsa.gov Mike Dean 816-926-7678 mike.dean@gsa.gov Gary Jenkins 816-823-1973 gary.jenkins@gsa.gov
Hardware Store, Appliances	Ellen Upchurch Contracting Officer 816-926-7808 ellen.upchurch@gsa.gov	Jennifer Hazelman 816-926-7193 jennifer.hazelman@gsa.gov
Services Contracting: grounds maintenance, pest control, tree trimming & removal, snow removal, marine/aero/vehicle/industrial painting, elevator maintenance & inspection and fire alarm inspection.	Vacant Contracting Officer	Mary Snodderly 816-926-6750 mary.snodderly@gsa.gov